



FINANCIAL AID OFFICE – financialaid@ucc.edu

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Financial Aid Satisfactory Academic Progress Appeal Agreement

It is your responsibility to ensure your financial aid eligibility by following the appropriate procedures. Consequently, the College is unable to waive any of the requirements mentioned below. It is recommended that you keep this agreement for your records as you will be responsible for understanding and following the information.

If you are not making Satisfactory Academic Progress (SAP) and you have extenuating circumstances, you may appeal for one or more semesters of probationary financial aid. The appeal process is detailed in the SAP Policy available on our website. When writing your appeal, you should have the following information for reference:

- 1. Satisfactory Academic Progress Policy
2. Satisfactory Academic Progress Guidelines
3. Your academic history

Appeals will NOT be heard in person, so take your time composing this letter as it is your only opportunity to describe any extenuating circumstances that prevented you from making academic progress. You can submit your appeal to the Financial Aid Office on any campus or mail or fax your appeal. Be sure to attach the signature portion of this agreement to you appeal.

You can see the status of your appeal in the My Documents section of Owl’s Nest. Your appeal will be in a “Pending Review” status when received. After the appeal is reviewed, the status will change an “Approved” or “Denied” status. If you have questions about why your appeal was denied, please email the Financial Aid Office at financialaid@ucc.edu from your student email account.

If your appeal is approved, you will need to make sure that you complete the following steps in order to receive your probationary financial aid.

- 1. You must meet with an academic counselor to create an academic plan. This plan can be for one or more semesters and will need to be as long as it will take for you to make academic progress.
2. You must submit a copy of your plan to the Financial Aid Office.
3. If you deviate from your academic plan, you must submit an amended plan to the Financial Aid Office before the appeal submission deadline for that semester. Deadlines are listed in the SAP Policy.

Once the Financial Aid Office receives your plan, you will be awarded any financial aid that you are eligible for on a probationary basis. At the end of the semester, the Financial Aid Office will determine if you are meeting the minimum standards for academic progress.

- 1. If you are meeting the minimum standards for academic progress you will no longer be considered on a probation status for financial aid.
2. If you are not meeting the minimum standards for academic progress, the Financial Aid Office will determine if you met the terms of your plan.
a. If you meet the terms of your plan, you will be eligible to continue on a probation status for financial aid.
b. If you have not met the terms of your plan, you will be ineligible for financial aid until you are meeting the minimum standards of satisfactory academic progress.

I have read and understood the information in the Satisfactory Academic Progress Policy and what has been reviewed in this Financial Aid Satisfactory Academic Progress Appeal Agreement. I understand that it is my responsibility to follow the procedures to maintain my financial aid eligibility.

Print Name: _____

Student ID#: _____

Signature: _____

Date: _____

Be sure to attach the signature portion of this agreement to you appeal